

SETUP CHECK-LIST (spaces & furniture) – CPQM January 2019

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Friday Evening

Friends House (Note: Doors are locked at 8:00 PM)

- Art Room: Close the divider. Set up 10 chairs in a circle on *each* side.

(Note: The FH Library is not available until Saturday noon. Please don't do anything to the Library).

The remaining items (below) are all at Family Bible Church

Youth Classroom (next to Dining Hall) – NOT AVAILABLE THIS YEAR

GYM – High-school age program

- Bring about 10 folding chairs and a 6' table over from the church.

Young Children/Childcare room (east side of hallway, at the end)

- Provide 3 padded chairs.

Elementary/Middle School Program Space (in “portable” classroom behind fence in back parking lot)

- Provide 15 chairs (check to see how many are there and do not take more unless needed). Move other equipment carefully to one side or corner to make space for a circle in the front. We are allowed to move the pews if we put them back, but they are heavy.

Dining Room

- Set up 17 round tables with **6** chairs around each. Add rectangular tables for eating if there is room after everything else is set up (probably there isn't). *Use padded chairs not needed elsewhere, plus rented chairs.*
- Outdoor overflow dining: Stack 2 rectangular tables and 12 *rented* chairs near the back door to take outside Saturday morning if the weather is good enough.
Do not take any furniture outside which belongs to the Church.
- Food-serving tables: One 8-ft or two 6-ft tables end-to-end inside the entrance from the lobby (ask food servers for specifics). They might want two parallel rows.
- Beverage table: Next to the kitchen pass-thru. This will hold cups, spoons, tea selection, etc. and cold-water pitchers (coffee will be in the pass-thru window).
- Snack-serving table: Somewhere convenient, against a wall. (ask Sarah Emanuel, who is setting up snacks)

Kitchen

- Put away anything belonging to the church except one large coffee maker. Check the white refrigerator, and

if possible re-arrange items to clear space for our use (we'll use ice chests otherwise).

Sanctuary (after Friday evening service, if any, is over)

- Clerk's table: Set up two 6-foot tables at the front, at floor level, with four facing chairs.
- Set up tables in back of sanctuary if needed for displays or bookstore (ask Jim).

Church Foyer & Hallways (after evening worship, if any, is over)

- Registration table: One 6-ft table with 3 chairs behind, facing the main entrance.
- Display tables (4 or more, as needed) in foyer and the hallway adjacent to the sanctuary.
- Earthlight Bookstore: Three 6-ft tables & 3 padded chairs. Final location TBD - Consult with Tom & Sandy Farley (choices: In rear of Sanctuary, in far hallway, or In FH lobby; last time they chose the FH lobby).

Saturday Morning

Outside Dining Tables

Weather permitting, set up two rectangular tables and about a dozen *rented* chairs outdoors for extra lunch seating. Set up near the back door in the rear of the dining room, unless you see a better location.

Please do not take any furniture outside which belongs to the Church.

Saturday – After-Lunch Cleanup

Note: This year the rented tables & chairs won't be picked up until Monday, so there is not as much of a rush to get the rented items stacked and ready as there was in previous years.

Dining Room

Pack left-over snack food into ice chests (or refrigerator if there's space).

The teens will take left-overs to RFFM after dinner.

Collect rented chairs (not the Church's padded ones) and stack in dining room near the back door.

Collect rented tables and stack next to rented chairs (BE CAREFUL NOT TO MIX IN TABLES BELONGING TO THE CHURCH or to PRIVATE LENDERS – check for labels underneath).

- Leave tables and church-owned chairs set up for dinner
- Leave beverage service (coffee/tea etc.) set up for use during dinner.

5:30 PM - After closing worship (before dinner)

Sanctuary

- Remove Clerk's tables and chairs and bring to dining room.

Youth Space (“portable” classroom across back parking lot)

- Retrieve all folding chairs & tables and bring to Dining Room. The only seating left should be pews.
- Help restore the room to original condition (move pews back if they were moved, etc.)

Completely remove all trash, etc. so the room can be used for worship Sunday morning

Gym (across side parking lot - downstairs only) – Teen Space

- Remove all furniture from Gym and bring to Dining Room

Remove all trash, etc. Check both bathrooms for left-behinds.

Leave the Gym completely empty.

Dining Room

- Put away *some* round tables, but **leave eight tables up for dinner.**
- Put all available chairs around dining tables. If a huge number of people sign up for dinner, we might have to improvise with ice-chests for seats or something. There are at least 87 church-owned chairs.

If time permits, start final tear-down of other spaces (see below).

7:00 PM (after dinner)

Dining Room

- Throw away all perishable food if there is any chance it was at room temperature for more than 2 hours.
- Pack left-over coffee & tea items (the teen group or someone else will take them to RFFM).
- Wash out coffee pots and put away the one which belongs to the church and leave out the others for pick-up.
- Pick up trash, clean up messes, etc. Jim will bring trash-bags and a trash barrel.
 - Separate compostables (food waste, paper plates, and paper napkins) from trash (cups and everything else). Put compost into green bin if there is one (otherwise leave in trash bags for Jim to dispose of)
- Put away remaining tables and chairs in the closet off the Dining Room.
- Sweep floor, clean anything we soiled.

Sanctuary, Lobby & Hallways

- Take down any remaining tables & put away. If any display-table items are still present, place them neatly on the floor against a wall and then take the table away.
- Take down all signs anywhere (that we put up) and leave in a pile in the dining room or kitchen.
- Collect personal items and put in Lost & Found box in lobby.
- Sweep floors.

Children's room (at end of hall)

- Collect items not belonging to the church and put in Lost & Found box in the lobby.
- Clean up any messes, etc.
- Sweep (vacuum if carpeted and you can find a vacuum cleaner).

Youth space (portable across rear parking lot)

Ditto (check one last time)

Gym (across side parking lot)

Ditto (check one last time)

Broke Something? Notice Any Damage?

Please tell Jim about it. We'll get it fixed to make the church whole.